

Nature of Work

The Maintenance Administrative assistant is responsible for clerical, secretarial, and general administrative work to assist in the efficient operation of the maintenance department of Spokane Transit. Work requires the application of independent judgment and use of initiative based upon the knowledge of the functions of modern office and work procedures of the department. Work and information handled may at times require complete confidentiality and the exercise of discretion. Employee has regular contact with employees and the general public and routinely supplies factual information. Will work with department management to continuously improve work processes and procedures. Work involves the set up and maintenance of records and statistical data. Most work is subject to checks and controls to prevent errors which, if not detected, could result in significant losses of time or money.

Supervision Received

Position is under the general supervision of the Vehicle and Facilities Maintenance Manager and also performs some clerical work for the Purchasing Manager.

Essential Functions

- Perform secretarial, clerical and general administrative support work for the Maintenance and Facilities Manager and division staff.
- Perform daily input of all vehicle data, work orders, inventory, purchase requisitions, preventive maintenance, fuel and labor into the Vehicle Maintenance Information System, and prepare reports using compiled information.
- Perform payroll and attendance processing, maintains vacations, and other employee absence records.
- Prepare employee mark-ups for the maintenance department.
- Responsible for scheduling employee performance evaluations and for the pay plan administration for all maintenance department employees.
- Assist the Department Manager with annual budget development, prepare purchase requisitions and payment vouchers against the appropriate accounts.
- Assist Department Managers in the administration of the labor contract by providing information to employees as necessary and, where appropriate as it pertains to performing the job, apply and interpret the terms and provisions of the contract.
- Administer system for maintaining current commercial drivers' licenses and physical exams for maintenance department employees.
- Maintain the tool, vacation and sick accruals and reconcile balances as necessary throughout the year.
- Apply for all vehicle licenses, titles and overweight permits with the Department of Licensing.
- Set up and maintain records and statistical data.
- Compose letters and memos. Maintain a book of all postings of memos, safety notices and other communications directed to employees.
- Complete and maintain department postings and general employee communications.
- Maintain master department calendar on a regular basis.
- Prepare outgoing mailings and screen and route department mail.
- Order departmental supplies.
- Maintain departmental documents and correspondence, electronic and hard copy versions.
- Take minutes and transcribes notes of miscellaneous meetings as necessary and maintains records of such meetings.

- Prepare Travel Expense Estimate and Travel Expense Voucher forms for all departmental employees involved in travel.
- Answer inquiries requiring knowledge of the policies, procedures and activities on the department.
- Provide backup to other clerical personnel and perform administrative duties as needed or as assigned.
- Work with department management to continuously improve work processes and procedures.
- Represent Spokane Transit in professional and positive light to the community.
- Must be punctual, reliable, and maintain regular attendance.
- Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.
- Other duties as assigned.

This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties, and training as dictated by their Supervisor and/or Spokane Transit.

Minimum Requirements

Training and Experience

Three years of clerical and secretarial work experience. Two years of business education training may be substituted for up to one year of experience.

Physical Requirements

The physical activity of position requires the ability to sit, stoop, reach, finger and talk. Must be able to hear well enough, with or without correction, to receive detailed information through oral communication. Exert up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects. Repetitive motions of wrist, hands and/or fingers. Duties are sedentary in nature and performed under good working conditions.

Computer Skills

Proficiency with Microsoft Office products and spreadsheet software applications. Ability to keyboard accurately at the minimum rate of 50 words per minute. Demonstrated skill in 10-key with high levels of accuracy.

Selection Factors

- Considerable knowledge of modern office practices, procedures, machines and of business English and math.
- Knowledge of modern office management techniques.
- Ability to learn rapidly the activities, policies and procedures related to the duties and responsibilities of the Maintenance Department.
- Ability to keep complex records, compose correspondence and perform routine office management details without referral to the Manager.
- Ability to establish and maintain good public and employee relations.
- Ability to accurately take verbal and/or recorded dictation and to accurately transcribe such dictation.



Position Description

Maintenance Administrative Assistant

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- Ability to be discrete and be respectful of confidentiality issues.
 - Ability to manage stress and maintain high levels of professionalism at all times.
 - Proven ability to work with detailed information with ability to maintain a high level of accuracy.
 - Advanced knowledge and high proficiency levels with Microsoft Office products, including Outlook and Excel.
 - Work involves use of office equipment including computer terminals and word processing equipment.

Wage

Wage rate as provided for Maintenance Administrative Assistant in the ATU 1015 collective bargaining agreement.

AA/EEO Notice

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of age, disability, ethnicity/race, national origin, religion, gender, gender identity, sexual orientation or veteran status.

Acknowledgement

I acknowledge that I have read this job description, and I feel that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name Printed

Date

Employee Signature